

Aaron Guckian
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Thursday, April 23, 2015, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Aaron Guckian, Chairman	Todd Ravenelle, P.E., GRA, Inc.
Gary Jarvis, Secretary	William Powers, P.E., Brown & Caldwell
Peter Ginaitt	David Bebyn, CPA, B & E Consulting LLC
Steve Sylven, P.E.	Nancy Brown Garcia
Gary P. Marino	Diane DelPonte, Friendship Baptist Church
	Pam Cole, Spring Green Corporation
	Gino Burgio
Staff present:	
Janine L. Burke, Executive Director	John Revens, Revens, Revens & St. Pierre
Patrick Doyle, Superintendent	Scott Goodinson, Assistant Superintendent
Lynn F. Owens, Administrative Coordinator	

- 1. Call to Order** At 5:30 p.m. Chairman Guckian called this meeting to order.
- 2. Pledge of Allegiance** Those in attendance rose to salute the flag and state the Pledge of Allegiance.
- 3. Approval of Minutes**
 - a. Approval of minutes from the regular meeting held March 26, 2015.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Messrs. Marino and Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

4. Billing Services Division

a. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Manzi Family Limited Partnership	1688 Post Road Plat 322 Lot 290	Outside water leak, water not returned to WSA. Abate usage amounts in excess of average quarterly water consumption.	\$544.41
Warwick Housing Authority	3110 West Shore Road Plat 364 Lot 215	Major water leak due to pipe break, flooded basement. Building vacant since 2011. Abate usage charges based on water consumption.	\$6,644.08
Matthew and Stacy Yehle	179 Paine Street Plat 377 Lot 183	Adjustment (for outside water usage following installation of a new irrigation system) based on average water consumption. Deduct meter installed to document future credits for water not returned to WSA for treatment.	\$163.47
Friendship Baptist Church	2954 West Shore Road Plat 347 Lot 362	Outside water leak, water not returned to WSA for treatment. Abate sewer usage amounts in excess of average quarterly water consumption.	\$1,048.21
Christopher J. Sheehan	7 Woodridge Drive Plat 313 Lot 98	Adjustment for outside water usage following installation of a new lawn and irrigation system. Deduct meter installed to document future credits for water not returned to WSA.	\$277.41
Janet E. Emery	9 Lane 9 Plat 305 Lot 58 Unit 9902 (Spring Green property)	Major water leak due to complicated plumbing and parallel old/new water pipes. Abate sewer usage charges based on average water consumption.	\$733.77

ACTION: Diane DePonte present on behalf of Friendship Baptist Church. Pam Cole, property manager for Spring Green Corporation and plumber Gino Burgio present on behalf of Janet Emery.

Director Burke stated these are recommended one-time adjustments of sewer charges associated with water not returned to the WSA for treatment.

Mr. Ginaitt moved approval of the above referenced sewer usage abatements. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Marino and Jarvis voted in favor of the motion. Motion approved.

5. Administrative Items

a. Annual Rate Study Review (FY16): Dave Bebyn, B & E Consulting, LLC

DISCUSSION/ACTION: Dave Bebyn of B & E Consulting, LLC in attendance to review with the Board his completed annual rate study review. Mr. Bebyn provided an overview of the past year's activity. He

stated residential consumption has recovered but business consumption remains down. He stated when reviewing audited numbers with the projected numbers, revenue was up, which allowed WSA to increase its pay back to the City. He reported that WSA was able to pay down approximately \$1.1 million towards the balance owed to the City's General Fund (almost \$575,000 more than projected). Mr. Bebyn stated that maintaining the current revised rate plan allows WSA to completely repay the General Fund by the end of FY2016.

Mr. Bebyn stated by FY2017/18, the WSA may be able to start setting aside money for renewal and replacement and funding for capital expenses.

Extended discussion continued regarding Mr. Bebyn's review of WSA's rate study, planned repayment of the WSA Renewal and Replacement Fund and anticipated capital reserve funding. Mr. Ginaitt encouraged the creation of a structured pay-go funding plan for capital projects.

Mr. Bebyn stated no additional rate increase above what has already been approved will be required (2% increase; \$5.74 quarterly increase for the average residential user). He recommended WSA consider conducting another 5-year plan to set new goals and address future capital needs.

Chairman Guckian thanked Mr. Bebyn for his efforts over the years, and complimented him for guiding the WSA onto the right financial path. Mr. Jarvis complimented Mr. Bebyn for helping WSA bring its projections to reality. Mr. Sylven stated Mr. Bebyn and his firm have done an excellent job in guiding us through rocky waters. Mr. Bebyn stated it was rewarding to see the plan come to fruition.

- b.** Financial review of sewer assessment structure, examination of various methodologies, B & E Consulting, LLC: not to exceed \$6,800.00

DISCUSSION/ACTION: Director Burke stated Mr. Bebyn has agreed to hold his pricing from last February for this sewer assessment rate structure review. She stated pending General Assembly changes to the WSA Enabling Legislation, WSA will need to plan for assessing the new sewer construction projects.

Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- c.** Fiscal Year 2015/2016 (FY 16) Draft Budget Proposal Review

DISCUSSION/ACTION: Director Burke provided the Board with a draft document she had prepared for the city's finance director. She reported that she had discussed the draft budget with the rate consultant and met

with the Mayor's office to review the draft. She stated she expects the City to adjust the highlighted line items as they calculate the cost of those services. Mr. Ginaitt commented that the WSA was on track to pay off the city in 2016, and we are coming in under budget. Director Burke stated she was scheduled to present the WSA budget to the City Council on May 27th. She asked that a public hearing be scheduled prior to that date to review the document and to get the WSA Board approval before presenting it to the Council. She provided the Board with a more detailed description of WSA personnel requests. She said her priority for the upcoming year was the addition of an in-house engineer to manage new sewer construction projects on behalf of the WSA. Chairman Guckian stated he was in full support of the addition of an engineer. Mr. Ginaitt and Mr. Jarvis commented that WSA has seen the benefit of Mr. Sylven and Mr. Marino's technical comments on WSA engineering and construction activity, and commented favorably on the addition of an engineer to the WSA staff roster.

d. Set Date/Time of Public Hearing for FY 16 Budget Presentation

ACTION: The public hearing was scheduled for Wednesday, May 20, 2015 at 5:30 p.m. at the WSA Administration building conference room. Regular board business will be presented after the public hearing.

e. Resolution to accept the provisions of the City's Comprehensive Plan

ACTION: Director Burke stated this resolution was at the request of a member of the General Assembly; there were some concerns expressed that WSA is not following the City's Comprehensive Plan. She stated she wanted to put those concerns to rest; the WSA has been very involved and we are on the same page as the City in terms of our Facilities Plan. She pointed out that the Comprehensive Plan also speaks to wastewater management districts and mandatory sewer connections.

Mr. Ginaitt moved approval of the resolution. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

f. Director's Report

- i. Financial Report
- ii. Administrative Schedule

Director Burke stated WSA's billing manager has been out since January; in addition to her regular duties she has worked on one Kent County billing, the sewer assessment billing, multiple accounting tasks, etc. She said she appreciated the Board's patience during this difficult time.

Director Burke suggested the Board consider using tablets for the delivery and storage of electronic Board meeting records, to reduce the amount of paper used and man hours to copy the records. She stated there was a budget for office computers and if the Board was interested she would explore a purchase opportunity. The Board discussed options for electronic distribution of records.

Director Burke stated she was reminded by former WSA superintendent Lenny Maynard that April 21st was the 50th anniversary of the treatment facility dedication, the first flush, so to speak. She stated when she gets some time, she'd like to create an historical perspective of the treatment facility and celebrate the 50th year of operation.

g. Chairman's Report

Chairman Guckian discussed the ponding issue on Maintonomo Drive at John Brown Francis Elementary School. He directed staff to send an email to the City's Public Works Division (cc: Councilman Colantuono and Mayor Avedisian) saying WSA was offering our assistance during construction of sewers in the Governor Francis Farms Phase III area.

6. Operation and Maintenance Division

- a. Emergency Purchase Authorization: Chlorine piping repair at facility Hart Engineering Corporation**
Cost based on time and materials, not to exceed \$11,500.00.

ACTION: Emergency Purchase approved by Mayor Avedisian and Board members on 4/17/2015. Formal Board action required.

Mr. Ginaitt moved formal approval of this emergency work. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Award of Bid #2016-003 Wastewater Treatment Chemicals Multiple Vendors**

ACTION: Director Burke stated the WSA received multiple bid submittals and that pricing was good. A recommendation memo was prepared by staff and reviewed by Board members prior to vote.

Mr. Ginaitt moved approval of the staff recommended vendors and associated pricing. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- c. Replacement of RTU/HVAC unit, Operations Building
Climate Masters: \$10,400.00

ACTION: Director Burke stated this is a failing unit, not a planned replacement. Superintendent Doyle stated exhaust from the laboratory has corroded the unit. Assistant Superintendent Goodinson stated the new unit will be coated to prevent corrosion.

Mr. Ginaitt moved approval of the purchase. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- d. Purchase Authorization: Plant Water Strainer
Manufacturers Distributor, Inc.: \$20,898.92

ACTION: Assistant Superintendent Goodinson explained the facility effluent is used for process functions at the plant; the effluent must be strained prior to use. Mr. Marino complimented staff for using the effluent.

Mr. Marino moved approval of the purchase. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

7. AWT-Phosphorus & Flood Control Project, Contract No. 91

- a. AECOM to submit progress report and updated schedule

DISCUSSION: The following progress report was distributed with the agenda packets.

CONTRACT 91: PHOSPHORUS REMOVAL UPGRADE / FLOOD CONTROL AND MITIGATION -- MARCH/APRIL 2015 PROGRESS REPORT April 17, 2015

This Progress Report summarizes activity between March 14, 2015 and April 17, 2015 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.

Construction Progress

- ☐ Overall, the project is approximately 40% complete;
- ☐ Continued to provide construction administration services such as reviewing and processing RFIs, shop drawings, change order proposals and contractor applications for payment; and field observation and specialty staff site visits for Building Code compliance;
- ☐ Held tenth progress meeting on April 3rd with Hart and WSA;
- ☐ Phosphorus Building, Levee and Other Work :
 - o Phosphorus Building: Completed upper slab concrete; initiated structural steel
 - o Inlet Building: Removed existing fine screen. Completed installation and start-up of new screen

- Biological Tanks: Removed existing mixers. Substantially complete with installation of new mixers in all three tanks
- Levee Work - No progress this month.

Four Week Look Ahead-Phosphorus Building and Other Work

- ☐ Test tanks for water tightness; complete installation of structural steel; backfill building excavation
- ☐ North Sludge Building: continue electrical conduit from Phosphorus Building;
- ☐ Utility Building: initiate rotary sludge thickener work
- ☐ Next progress meeting scheduled for May 1st.

Four Week Look Ahead-Levee

- ☐ Work on hold.

Director Burke stated she is happy with AECOM's efforts on the phosphorous building. She stated WSA put out a bid for the levee re-design/permitting. She stated a pre-bid conference was held and that bids will be opened April 29th. She thanked Mr. Sylven and Mr. Marino for their review of bid documents.

8. Collection System Division

- a. Emergency Repair of leaking 16-inch cast iron pipe located under the East Avenue bridge over Interstate 295
Equality Construction Works, Inc.: \$5,809.80 (final costs)

ACTION: Emergency Purchase Approved 3/12/2015.
Formal Board action required.

Mr. Ginaitt moved formal Board approval of final costs. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Contract 93: Repair of Main Influent pipe under Interstate 95
Brown & Caldwell

- i. Project status report
- ii. Amendment to Engineering Contract to include construction oversight
Brown & Caldwell: ~~\$432,287.00~~ **\$117,775.00**

ACTION: William Powers, P.E., in attendance to discuss this major capital improvement project. Included in the agenda packets was a document prepared by Brown & Caldwell regarding the grouting used by other contractors familiar with this type of sliplining. Also included was proposed Amendment No. 1 to the agreement for consulting services between WSA and Brown & Caldwell for construction administration of the project. Director Burke asked

that the amendment be approved pending identification of funding for the project.

Mr. Powers reviewed his research and made certain recommendations on the bid process, standards/qualification requirements, clarity in bid specifications and scheduling. Mr. Powers stated there is a specialized bidder pool for this work. He asked if there is any interest in going through a construction pre-qualification process (RFQ). Mr. Marino suggested instead that the specifications can be very specific in terms of qualifications for the job. Director Burke stated in addition to the pricing, qualifications to perform the work is critical. Mr. Marino stated there are only a few contractors that have the qualifications to handle a job of this nature.

Mr. Ginaitt moved approval of the engineering contract amendment pending identification of funding. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

9. Construction Division

a. Bayside Sewer Project

- i. Update on sewer extension project from Mill Cove Bridge to the Tidewater Drive pumping station

DISCUSSION: Director Burke stated there was a meeting scheduled with the Department of Public Works on Tuesday. She stated we are working with D'Ambra Construction on pricing the work.

- ii. Proposal for engineering services to include design and construction services for Bayside Phase I and Phase II
Gordon Archibald, Inc. (GRA) \$278,984.86 (fee for Preliminary Design Phase I only)

DISCUSSION/ACTION: Mr. Todd Ravenelle, P.E., confirmed that the document distributed to the Board details design and construction services for Phase I and II, but the fee proposal being considered tonight (\$278,984.86) is for Phase I work only.

Director Burke distributed Public Archaeological Laboratory's detailed fee schedule (not included in GRA's fee schedule provided to the Board). Mr. Ravenelle explained that PAL is the region's top specialist in terms of archaeological work; they are highly qualified. He stated there is no other firm their size that can handle this type

of work. He stated they have worked with the Narragansett Indian Tribe and have a good relationship with them.

Mr. Revens stated in his experience, he has not seen any firm other than PAL working on significant archaeological projects in our area. Mr. Sylven stated we realize the work is costly, but necessary in order to move this project forward.

Extensive discussion about the archaeological investigation continued. Mr. Ravenelle stated trench work will run the length of Tidewater Drive. GRA will solicit prices for saw cutting, removal of pavement and temporary patch work, estimated at \$200,000.

Mr. Sylven moved approval of GRA's proposal for Phase I Tidewater Interceptor preliminary design work in the amount of \$278,984.86. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

iii. Cultural Resource Monitoring, Bayside Phase I
Narragansett Indian Tribe: \$66,700.00

DISCUSSION/ACTION: Nancy Brown Garcia, deputy historical preservation officer for the Narragansett Indian tribe, in attendance to discuss cultural resource monitoring. Director Burke stated the submitted proposal was for cultural resource monitoring of the archaeological studies being conducted by Public Archeological Laboratory in the Tidewater Drive area (first phase of Bayside project). She stated WSA needs the Narragansett Indian Tribe with WSA in the field as the archeological investigation is conducted to determine where WSA can lay the gravity sewer main to avoid any features or burial sites. Director Burke stated the Narragansett Indian Tribe agreed to hold its pricing from 2012.

Board members discussed with Director Burke and Ms. Garcia the Tribe's past work with the WSA. Ms. Garcia stated she was agreeable to moving forward in working with the Warwick Sewer Authority because Ms. Burke has been willing to sit down and discuss past problems.

Mr. Ginaitt stated we've been living with many of those past problems, so we appreciate your position. Ms. Garcia asked, as a taxpayer of the City of Warwick, that her input be respected as she'd like to see this project completed as economically as possible. Director Burke said she expects the Tidewater Drive review will be the most extensive archaeological and pre-design process because of the high density of features in the area. She stated it has taken many, many years to reestablish a trust with the

Narragansett Indian Tribe. Ms. Garcia thanked Director Burke for her efforts to make that happen, and stated we have to move forward for the betterment of the City and for the protection of her ancestors.

Chairman Guckian thanked Ms. Garcia for being flexible and moving forward.

Mr. Ginaitt moved approval of the proposal for cultural resource monitoring for Phase I design of the Bayside project. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

b. Governor Francis Phase III Sewer Project

- i. Engineer's progress report: Mr. Ravenelle stated the project is waiting for the legal agreement to be finalized on the purchase of the pumping station lot.

c. O'Donnell Hill Sewer Project

- i. Engineer's progress report: no written report.

Director Burke stated surveys have been mailed out by the engineer asking for sill elevations, etc.

10. Consent Agenda – Correspondence

- a. RIEMA fully executed Check Valve grant program paperwork (3-27-15)
- b. WSA to RICWFA: January 2016 funding request (4-2-15)
- c. WSA to City Council: March 2015 Financial Report (4-8-15)
- d. WSA to RIDEM: FY16 Project Priority List (4-8-15)
- e. WSA to City Council: April 2015 Quarterly Report (4-13-15)
- f. WSA Capital Projects Listing 2016-2021 (4-10-15)
- g. NWPCA: WSA selected as A. Joseph Mattera Award recipient (4-17-15)
- h. WSA March 2015 Monthly report to Mayor Avedisian (4-21-15)

ACTION: Mr. Jarvis moved to accept the items on the consent agenda. Messrs. Marino and Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

11. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment. No new business introduced.

12. Old Business

- a. Modifications to Septage Hauling Regulations
- b. Sewer Assessment Deferment Policy (6-27-13)
- c. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)
- d. Project management for sewer construction (7-24-14)

ACTION: No action needed.

13. PUBLIC COMMENT PERIOD No members of the public present to comment.

14. Adjournment

Mr. Marino moved to adjourn the meeting. Messrs. Sylven and Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 7:14 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval

"Minutes are recorded pursuant to the Rhode Island General Laws § 42-46-7 for the purpose of capturing all general information relevant to the meeting. For a more comprehensive assessment of minutes, audio files shall be archived with the Warwick Sewer Authority and available upon request.